



**NOTICE OF INTENT TO PROVIDE HOME INSTRUCTION**

School Year: 20\_\_\_\_-20\_\_\_\_

I am providing notice of my intent to provide home instruction for the children listed below as provided for by Section 22.1-254.1A of the Code of Virginia, in lieu of having them attend school.

*Note \*Optional information sections*

Name(s) of Child(ren)	Date of Birth*	Grade Level*	Current School*

**SECTION I – ELIGIBILITY TO PROVIDE HOME INSTRUCTION - I wish to be recognized as eligible to provide home instruction by selecting the option indicated below: (Please check one below.)**

- I have a high school diploma or a higher credential, I have attached a copy of the documentation that shows this and a list of the subjects to be studied for the upcoming school year.
- I do not have a high school diploma or higher credential; I have attached a statement which describes why I am able to provide an adequate education for my child(ren) and a list of the subjects to be studied for the upcoming school year.
- I have the qualifications prescribed by the Board of Education for a teacher. I attached the following: Copy of Teaching License or a statement from the Virginia Department of Education verifying the license and a list of the subjects to be studied for the upcoming school year.
- I am providing a program of study or curriculum which is to be delivered through correspondence course or distance learning program or some other manner. Attached is a notice of acceptance or other evidence of enrollment showing the name and address of the school and a list of subjects to be studied for the coming school year.

**SECTION II – REMINDERS AND DATES TO REMEMBER**

- I understand that by August 1st after this school year, I must provide evidence of progress for each child listed. Please attach evidence of progress to your annual renewal Intent Form.
- I understand that if the evidence is not provided by me, or if my child(ren) does/do not achieve an adequate level of educational growth and progress that my child(ren)'s program may be placed on probation for one year. *If the plan and evidence are not accepted or the required evidence is not provided by August 1st following the probationary year, home instruction shall cease, and the parent must make other arrangements that comply with the compulsory attendance law. (§ 22.1-254.1.C of the Code of Virginia)*
- I must annually notify the Division Superintendent by August 15<sup>th</sup> if I wish to continue home instruction. This is accomplished by completing the Intent form for the new year and returning it to the Office of Student Leadership.

I certify that I am the parent or guardian of the child or children listed above and that the information I am providing is true and correct to the best of my knowledge and belief. I understand that my student will be withdrawn from their VBCPS school within 2 business days.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

RETURN TO: Jennifer Knight, Coordinator of Student Conduct/Services, Virginia Beach City Public Schools, 641 Carriage Hill Rd. Suite 200, Virginia Beach, VA 23452 Phone: 757-263-2033; Fax: 757-263-2061; Email: homeinstruction@vbschools.com

Office Use Only	
Approval Date:	Signature: